



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO
ATTENTION OF

MCHO-CL

OTSG/MEDCOM Policy Memo 03-006

28 AUG 2003

Expires 28 Aug 05

MEMORANDUM FOR

COMMANDERS, MEDCOM REGIONAL MEDICAL/DENTAL COMMANDS

SUBJECT: Interim Policy For Business Process Change For Custody and Control of Outpatient Medical Records

1. References:

- a. Memorandum, Headquarters, U.S. Army Medical Command, MCHO-CL-P, 26 Sep 2000, subject: Custody and Control of Outpatient Medical Records.
- b. Memorandum, Headquarters, U.S. Army Medical Command, MCHO-CL-P, 10 March 2000, subject: Custody and Control of Outpatient Medical Records.
- c. Memorandum, Assistant Secretary of Defense (Health Affairs), 31 January 2000, subject: Custody and Control of Outpatient Medical Records.
- d. Memorandum, Assistant Secretary of Defense Military Treatment Facilities, 22 July 2003, subject: Custody and Control of Outpatient Medical Records at Department of Defense Military Treatment Facilities.
- e. AR 40-66, Medical Record Administration and Health Care Documentation, 10 March 2003.
- f. DA Pam 25-51, The Army Privacy Program - System of Records Notices and Exemption Rules, 20 April 1999.

2. Purpose: To establish a new system of custody and control of outpatient records (health and outpatient treatment records) in Military Treatment Facilities (MTF). This system requires the original documentation be retained at the MTF where the treatment was rendered.

3. Proponent: The proponent for this policy is the Assistant Chief of Staff for Health Policy & Services, US Army Medical Command.

MCHO-CL

SUBJECT: Interim Policy For Business Process Change For Custody and Control of Outpatient Medical Records

4. Responsibilities:

a. MTF Commanders will establish local operating policies for:

(1) Storing all original medical documents recording treatment rendered by the MTF. These documents will be maintained separate from the patient's Health Record (HREC), Outpatient Treatment Record (OTR) or Civilian Employee Medical Record (CEMR).

(2) Continue maintaining a legible, chronological, longitudinal record (HREC, OTR or CEMR), at the MTF providing primary care. This record will contain copies of all treatment episodes. This includes all treatment documentation resulting from referral visits to TRICARE Prime, TRICARE Extra, and TRICARE Standard providers.

(3) Transporting outpatient records referred to in (2) above from location to location, as appropriate or required, discontinuing the use of patients as the means of transport.

(4) Providing copies to the patient of medical documentation maintained by the MTF as requested. Patients may choose to carry this record to health care appointments and this may obviate the necessity of transporting the chronological, longitudinal record from the MTF custodian, but the patient's copy does not replace this official record.

(5) Coordinating the retrieval of pertinent records or associated medical documents as requested by the patient from all applicable MTFs/civilian network providers for inclusion in the chronological, longitudinal record referred to in (2).

(6) Patients enrolled in TRICARE Prime Remote will maintain their HREC and OTRs at the closest MTF until the sponsor is reassigned to an installation supported by an MTF. As noted in (4) above, patients may be provided a copy, and may choose to carry their copy to health care appointments.

(7) Marketing this policy and educating beneficiaries, providers, and clinical staff regarding the new processes, accountability of medical records, and duties required for successful implementation.

b. Chief, Patient Administration Division, will ensure policy changes reflected in this document are included in the next revision of AR 40-66 (Medical Record Administration and Health Care Documentation) after appropriate staffing.

MCHO-CL

SUBJECT: Interim Policy For Business Process Change For Custody and Control of Outpatient Medical Records

5. Policy:

a. The ability to retrieve the documentation of care provided to our patients is paramount. Each MTF will maintain the original copy of all documentation related to care provided in their facility. At a minimum, the following document originals will be maintained:


- (1) SF 558, Medical Record – Emergency Care and Treatment
- (2) SF 600, Medical Record – Chronological Record of Medical Care
- (3) SF 513, Medical Record – Consultation Sheet

b. Treatment facilities which currently have access to electronic records documentation generating and storage systems with electronic signature capabilities (MEDBASE, ICDB, and HealthEForces) may continue their use until the Composite Health Care System II is implemented at the facility.

c. MTFs that do not have access to automated information systems noted in 5b above must implement a medical document (paper) storage and retrieval system, which complies with this direction. The system must be reliable, secure, and fully compliant with all Health Insurance Portability and Accountability Act and other regulatory guidance and regulations.

6. POC is Ms. Teresa Foley at DSN 761-3109 or commercial (703) 681-3109.

FOR THE COMMANDER:


KENNETH L. FARMER, JR.
Major General
Chief of Staff

CF:

COMMANDER, 18TH MEDICAL COMMAND, UNIT 15281, APO AP 96205